

**INEEL WATER INTEGRATION PROJECT MEETING MINUTES****Wednesday, May 15, 2002****In Attendance**

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**I. Tracking Log Review**

#24: Doug has confirmed the EM Project Interface meeting is intended to clarify work scope. Only one meeting is being held that day.

#29: Marianne re-committed to meeting the deadline for the Project tracking diagram.

#32: Everyone was reminded to participate in the video link in place of our regular project meeting on May 29<sup>th</sup>. A presentation on INEEL water contamination to date will be featured. TSA 133 was identified as the location, but alternate space is being explored that may offer more seating. \*\*Reminder: check with EB Nuckols re: coordination on video link.

Suggested addition for Paul: Develop project review procedures for expert panel group by 5/31.

**II. 30-Day Look Ahead**

*Stakeholder Involvement:* The State Oversight Program is hosting the INEEL Water Integration Project for a briefing of state agency personnel on Wednesday, June 5 from 8:30-12 noon. It was recommended that Tom Stoops' aquifer overview presentation be utilized for the briefing. Other meeting opportunities in Boise will be explored to maximize project exposure to the media, elected officials and others interested.

It was suggested that Lori Cahn be contacted for recommendations on how to introduce the Water Integration Project to the Jackson, WY community.

A brief project introduction is slated for the Three Rivers RC&D Council on Wednesday, May 22 at 7:15 p.m. at the USDA Service Center in Pocatello.

*Roadmapping Milestones:* All work was reported to be on schedule.

*Electronic Library Development:* Paul noted that the current efforts include documenting system requirements and existing capabilities in this area. It was suggested that we ensure our plans are coordinated with EDMS and that we avoid the duplication of effort that abounds across the INEEL

*Work Package Management:* Jeff Perry re-emphasized that he is responsible for the Project Execution Guide. He also suggested that the Composite Risk Analysis Tool needs to be added to the deliverable list.

### **III. Other Business**

*Citizens' Advisory Board:* meets May 21-22 at the Ameritel in Idaho Falls. The monitoring activities discussion is scheduled for Tuesday from 3:15-4:45 p.m. with people from the Monitoring and Surveillance Committee making most of the presentations. The WAG 7 presentation is Wednesday at 1:30 p.m. with Katie Hain and Doug Burns presenting. Both are recommended sessions for the Integration Project team and others to attend.

*May 22 Phone Call:* The May 22 meeting is being cancelled due to travel conflicts and team member commitments to the CAB meeting. Please be alert to the special nature of the May 29<sup>th</sup> meeting that will feature the video link with DOE-Headquarters.